Dear Students,

In the couple of weeks we start the new academic year at the Faculty of Law and Administration, Adam Mickiewicz University. Before you begin the **European Legal Studies** we would like to invite you all for **the organizational meetings and obligatory training for the first year students .**

Two obligatory meetings will take place the following days:

**-Friday 30th September from 2:30 p.m.- 4 p.m. (14:30 – 16:00)**

**-Monday 3rd October from 3 p.m. – 4 p.m. (15:00-16:00)**

**You should attend both meetings!**

Participation is possible alternatively:

1. **On-campus:** in Auditorium Maximum at the *Collegium Iuridicum Novum*, Al Niepodległości 53
2. **Or remotely** – via MS Teams

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**Meeting on campus***.* We advise you to have a laptop or tablet ( or other similar device) with a fully charged battery.

You can connect to university Wi-Fi network „Eduroam" at Collegium Iuridicum. In order to have access on campus, visit [https://eduroam.amu.edu.pl](https://eduroam.amu.edu.pl/) website from any other internet network with a device you want to use at the Faculty buildings. In a configuration menu choose access through wireless network, i.e. WLAN or Wi-Fi. A webpage with detailed configuration instructions will open. Should you encounter any trouble, please contact our IT staff, who will be available to you half an hour before the meeting.

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**To participate at the meeting online**, you need to install and run the **MS Teams application**. It is the basic application used at Adam Mickiewicz University in Poznań, in order to conduct classes remotely. Its version for computers and mobile devices is available at: <https://www.microsoft.com/pl-pl/microsoft-365/microsoft-teams/download-app>.

Those of you who already have an active university account (address in the @ st.amu.edu.pl domain) should log in to the Office365 service before joining the meeting - this will facilitate tracking and participation. The instructions for the first log in can be found at: <https://www.office365.amu.edu.pl/pierwsze_logowanie.htm>.

If logging in according to the above instructions is not successful, participants with an active university account can seek assistance at [helpdesk@amu.edu.pl](mailto:helpdesk@amu.edu.pl).

The participation in the meeting will also be possible for people who are not logged in.

The following link leads to the meetings:

**Friday meeting:**

<https://teams.microsoft.com/l/meetup-join/19%3aEYxG4ZP4D5RgPwgM8I4pz2I8HdxoWeDj7bNBUMcgOsg1%40thread.tacv2/1662638151513?context=%7b%22Tid%22%3a%2273689ee1-b42f-4e25-a5f6-66d1f29bc092%22%2c%22Oid%22%3a%22bd490dbe-f5ef-4a7a-a37c-7d9a1842bce4%22%7d>

**Monday meeting**:

<https://teams.microsoft.com/l/meetup-join/19%3aEYxG4ZP4D5RgPwgM8I4pz2I8HdxoWeDj7bNBUMcgOsg1%40thread.tacv2/1662638197532?context=%7b%22Tid%22%3a%2273689ee1-b42f-4e25-a5f6-66d1f29bc092%22%2c%22Oid%22%3a%22bd490dbe-f5ef-4a7a-a37c-7d9a1842bce4%22%7d>

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We also encourage you to access the information materials related to MS Teams and the Moodle Platform (supporting faculty e-learning) at: <https://tutorial.home.amu.edu.pl/>. We will conduct additional training at the meeting on 28th September. You can check our website <https://prawo.amu.edu.pl> and Facebook profile for general and an up-to-date informations.

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To help you to prepare for studying and participating in classes, we have created the "**European Legal Studies: Official Group for First Year Students [2022/2023]"** in the MS Teams application. To join use this code: **lt1nt2p**

In this group, we have created channels (Student Office, Teams and e-learning) for communication with the Faculty Staff - on Friday, September 30th and on several other dates.

You will be informed about office hours for consultations with the students. Please mind that the Faculty cafeteria may not be yet be fully in September.

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During our meetings you will get useful information about:

- the organizational structure of the Faculty;

- means of communication for the Student Office~~,~~ and the Head of the European Legal Studies, as well as teachers;

- the most important rules of studying;

- schedules;

- course registrations in USOS system;

- use of university student e-mail and basic functions of the USOS system;

- language courses;

- physical education classes;

- library and dabatank research

- health and safety training;

- receipt of student ID cards.

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**We look forward to meeting you on 30th September and 3rd October**

**!**

Board of Deans of the Faculty of Law and Administration

Head of the European Legal Studies